



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 5512.9B
G-1
25 Jun 02

AIR STATION ORDER 5512.9B

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: IDENTIFICATION CARDS (ID's)

Ref: (a) AFI 36-3026(I)

1. Situation. To promulgate information and establish procedures for the issuance of ID's to members of the Uniformed Services, retired members and civilians employed to work aboard the Air Station.

2. Cancellation. AirStaO 5512.9A.

3. Mission. Members of the Uniformed Services, retirees and their dependents, Civil Service, NAFI and some eligible contractors will be issued their ID cards utilizing the Real Time Automated Personnel Identification System (RAPIDS) and the Defense Eligibility Enrollment Reporting System (DEERS).

4. Commander's Intent and Concept of Operation

a. Commander's Intent. To issue ID's to members of the Uniformed Services, retired members and family members, and Civil Service employees in accordance with the reference.

b. Concept of Operations

(1) Teslin ID's will be issued to the following personnel:

- (a) Dependents of military members
- (b) Retirees
- (c) Inactive reservists
- (d) Disabled Veterans

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(2) Common Access Cards (CAC) will be issued to the following personnel for a period of three years or their end of active service, whichever falls first per the reference:

- (a) All Active Duty
- (b) Active Reserve
- (c) Civil Service
- (d) NAFI
- (e) *Eligible contractors

*NOTE: Eligible contractors are those employees who utilize a government computer in the performance of their daily duties.

c. Coordinating Instructions

(1) Procedures for lost CAC cards

(a) Active Duty military members are required to have a lost ID card statement signed by an E6 or above/officer at the unit's Administrative Office.

(b) Civilian employees are to provide an SF-50 or letter from their supervisor stating status of their current employment, and a picture ID.

(2) All CAC and ID's will be turned into the RAPIDS Office, Building 298 upon termination of employment/discharge or end of active duty service for destruction.

(3) The RAPIDS Office will supply photographic needs to Uniformed Service and civilian employees who need pictures for DoD work related ID cards.

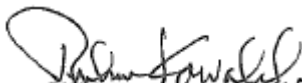
(4) RAPIDS will be open Monday through Friday from 0730 - 1200 and 1300 - 1600. RAPIDS will publish holiday closing schedules through an electronic all-hands message as well as a sign will be posted at the entrance of the RAPIDS office.

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5. Administration and Logistics.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Reserve.



ANDREW KOWALSKI
Chief of Staff

Distribution: A